

<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Transit	<b>CLASSIFICATION:</b>	432T
<b>SUPERVISOR:</b>	Transit Director	<b>SALARY RANGE:</b>	24
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Repair, overhaul and maintain vehicles and equipment utilized by the Transit Department. Perform related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Perform emergency and regular maintenance repairs in the field or in the shop on buses, vans and automobiles used by the Transit Department. Diagnose malfunctions and effect repairs by adjusting or replacing parts. Perform major overhaul work as needed.

Install and repair transit related equipment such as fare boxes, lifts, bike racks, ramps, GPS tracking systems etc.

Fabricate special parts or pieces of equipment required for various jobs.

Work with Transit Director to shop out large repairs such as transmission replacements, engine replacements, or work requiring more specialization.

Do general welding including sheet metal, hard surfacing, or repairing broken castings, using oxyacetylene or electric arc welding equipment as required.

Maintain records of job costs including labor, parts and materials used. Obtain needed parts and supplies for automotive and equipment repairs performed in County shops.

Maintain tools and equipment in proper condition.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position but may occasionally exercise limited supervision over employees assisting on assigned tasks.

**SUPERVISION RECEIVED:** Work under the general direction of the Transit Director who assigns and reviews work according to established policies, procedures and standards.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate or equivalent. Three years' experience as a general mechanic, preferably including experience in the maintenance and repair of transit related equipment, or any satisfactory combination of experience and training which provides the required knowledge, skills and abilities.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and must be insurable under the County's liability insurance coverage.

**NECESSARY SPECIAL QUALIFICATIONS:** Must pass a pre-employment drug and alcohol screen and any pre-employment physical examination required by the County.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the standard practices, materials and methods used in maintaining, repairing and overhauling transit vehicles. Considerable knowledge of gas and diesel powered engines and equipment. Considerable knowledge of hydraulics and electrical systems.

Ability to interpret and work from plans. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to maintain effective working relationships with employees, other agencies, County officials and the public.

Knowledge of transit lifts, bike racks, ramps used in public transit vehicles.

Skill with troubleshooting a wide variety of equipment and machinery. Skill in the use of tools and the operation of equipment employed to carry out job duties.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually loud.